



North Curry C of E Primary School

First Aid Procedure



Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

Review date: September 2024

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At North Curry CE Primary School:

We believe that every child is unique and valued. We aim to provide an environment in which all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs. We are committed to providing an education with aspirational outcomes, which enables all pupils to make progress, become confident individuals living life in all its fullness (John 10,10).

In our school our Christian vision shapes all we do. Our vision is underpinned by the Christian values of Koinonia, Kindness, Respect, Joy, Hope and Happiness.



North Curry C of E Primary School believes that all pupils are entitled to learn in a safe and supportive environment in line with our school vision and values.

1. Aims

The aims of our first aid procedure are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This procedure is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [Gov.uk 'Full opening guidance for schools'](#): August 2020

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed people with full pediatric and adult First Aid training are Helen Morley, Vicky Harris, Abbie Bown, Di Pickles and Lyn Lock. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary or if displaying signs/symptoms of Covid 19
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's First Aiders are listed in appendix 1. These people hold a First Aid in the workplace certificate. Their names will also be displayed prominently on the First Aid noticeboards in both the staffroom and school office.

3.2 The local authority and governing board

The Richard Huish Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the headteacher and staff members.

3.4 The headteacher

The headteacher is responsible for the implementation of this procedure including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures (see separate document)
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider and if appropriate, go to the school office where First Aiders will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider, headteacher, school office staff or SLT member will contact parents immediately

- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and medication associated with this
- Parents/Carer's contact details

Risk assessments will be completed by the headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with at least a first aid at work certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

4.3 Medical Care Plans

A small number of children have a medical care plan due to a specific allergy. All staff are made aware of the detail of these and the plans are clearly displayed in the School Office and in the Staffroom (with parent/carers permission). These plans specify the actions that are to be taken if any of the children concerned have an allergic reaction. The North Curry Surgery is available and a short walk from the school should the need arise for further medical advice and guidance. If a child is to be taken there two members of staff should accompany the child (First Aider if possible and DSL/DDSL or member of SLT). Parents/Carers will be kept informed as and when appropriate and convenient to do so as our first priority is the child's safety.

5. First aid equipment (HSE recommendations 2018)

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages and eye wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The yellow room
- The school office
- Each Classroom – refilled by Class TA
- The School Hall
- Sports Cupboard (PE Fixtures First Aid Kit)

6. Record-keeping and reporting

6.1 First aid and accident record book

7. An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
8. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
9. A copy of the accident report form will also be added to the pupil's files (paper and online through Bromcom) by the Office Admin Assistant
10. Records held in the child's file will be retained by the school until a child leaves. This is then passed on to the next school. This is in accordance with Data Protection regulations.

6.2 Reporting to the HSE

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

1. Death
2. Specified injuries, which are:
 - a. Fractures, other than to fingers, thumbs and toes
 - b. Amputations
 - c. Any injury likely to lead to permanent loss of sight or reduction in sight
 - d. Any crush injury to the head or torso causing damage to the brain or internal organs
 - e. Serious burns (including scalding)
 - f. Any scalping requiring hospital treatment
 - g. Any loss of consciousness caused by head injury or asphyxia
 - h. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
3. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
4. Where an accident leads to someone being taken to hospital
5. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - a. The collapse or failure of load-bearing parts of lifts and lifting equipment
 - b. The accidental release of a biological agent likely to cause severe human illness
 - c. The accidental release or escape of any substance that may cause a serious injury or damage to health
 - d. An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The headteacher or first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The headteacher will also notify the Somerset Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are encouraged to undertake EFAW (Emergency First Aid at Work) training every three years.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This procedure will be reviewed and approved by the governing body annually.

9. Links with other policies

This first aid procedure is linked to the

- 10. Health and Safety policy
- 11. Risk Assessment procedure
- 12. Supporting Pupils with Medical Conditions
- 13. Critical Incident procedure

Appendix 1: list of First Aiders/training



School Staff Qualified First Aiders 2023/24

Name	First Aid	Expiry Date
Helen M	Paediatric (St John)	Nov 2026
Helen M	Level 3 Adult FAW (ProTrainings)	April 2025
Victoria Harris	Paediatric (St John)	Sept 2026
Victoria Harris	Level 3 Adult FAW (ProTrainings)	April 2025
Mary Tottle	Paediatric (St John)	March 2025
Abbie Bown	Paediatric (ProTrainings)	Jan 2026
Lyn Lock	Paediatric (ProTrainings)	Jan 2026
Di Pickles	Paediatric (ProTrainings)	Jan 2026



Appendix 2: accident report form

A school First Aider has assessed your child.

Although no problems were detected at the time, we request that you observe your child over the next 24 hours for any of the symptoms, they include:

A mild headache

Nausea (feeling sick)

Mild dizziness

Mild blurred vision

If these symptoms get significantly worse or if there are other, more serious symptoms, go straight to the accident and emergency (A&E) department of your nearest hospital or call 999 to request an ambulance. Seek immediate medical attention if, after the knock to the head, you notice any of these symptoms in either you or your child:

Unconsciousness, either briefly or for a longer period of time

Difficulty staying awake or still being sleepy several hours after the injury

Clear fluid leaking from the nose or ears - this could be cerebrospinal fluid, which normally surrounds the brain

Bleeding from one or both ears / bruising behind one or both ears

Difficulty speaking, such as slurred speech / difficulty understanding what people say

Reading or writing problems

Balance problems or difficulty walking

Loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg

General weakness

Vision problems, such as significantly blurred or double vision

Having a seizure or fit (when your body suddenly moves uncontrollably)

Memory loss (amnesia), such as not being able to remember what happened before or after the injury.

Advice taken from NHS Guidance <https://www.nhs.uk/conditions/minor-head-injury/symptoms/>

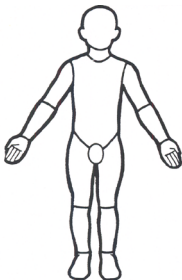
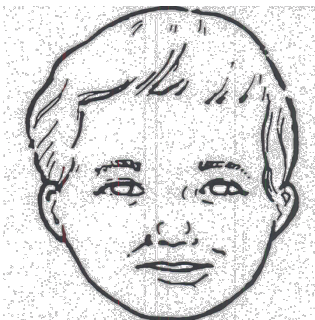
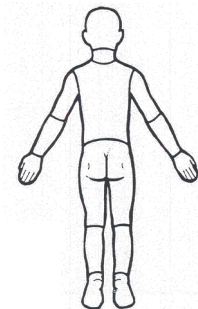
North Curry Accident Report Form

Name of injured person		Class	
Date		Location of incident	<input type="checkbox"/> Outside/Playground <input type="checkbox"/> Hall <input type="checkbox"/> Inside Classroom <input type="checkbox"/> Other
Time of incident			

Incident details

Describe in detail what happened, how it happened and what injuries the person incurred

☐ Slip ☐ Trip ☐ Fall ☐ Bump with other
☐ Other _____

Action taken

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

☐ Cold Pack applied ☐ Person assessed for head injury
☐ Email home ☐ Teacher Informed
☐ Reported to Headteacher (if relevant) ☐ Other _____

Follow-up action required

☐ Accident Report Form sent home ☐ Child monitored for the rest of the day
☐ Other _____

Name of person attending the incident			
Signature		Date	

Appendix 1

